

NORTHERN
ARIZONA
UNIVERSITY



*College of Health
& Human
Services*

*Department of
Health Sciences*

**Student
Handbook**

Undergraduate Degree Program in Nutrition and Foods: Bachelor of Science/Nutrition and Dietetics Technician, Registered (NDTR)

Student Handbook



**Bachelor of Science in Nutrition and Foods/Nutrition and
Dietetics Technician, Registered (NDTR) Program
Student Handbook
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Greetings from the Department of Health Sciences, Nutrition and Foods Faculty

Welcome to the Department of Health Sciences, Undergraduate Nutrition and Dietetics Program. This program awards a Bachelor of Science Degree and prepares students for the Registration Examination for Nutrition and Dietetics Technician, Registered (NDTR) and employment as an entry-level practitioner. The purpose of this handbook is to provide you with current and important information about our program. Please read the handbook carefully before signing and submitting the attached declaration signifying that you are aware of the program's policies and procedures.

Our 8-semester program includes courses in clinical/medical nutrition, culinary training, functional foods, nutrition education and communication and sustainable food practices. The NDTR also requires experiential learning credits in nutrition and food service settings.

As a candidate for the Future Education Model accreditation by the Accreditation Council in Education for Nutrition and Dietetics (ACEND), this program covers all required competencies for dietetic technicians. The NDTR program is a two year option within the Bachelor's degree. Students apply to the NDTR program in or before their junior year of study and the NDTR requirements are met in the final two years of degree work. We are proud to be an ACEND demonstration program, paving the way for a new educational path in dietetics education.



Northern Arizona University is an ideal setting to receive an education in nutrition and foods. Given our unique mountainous, outdoor-oriented climate, we attract highly qualified faculty and staff who are passionate about teaching and conducting cutting-edge research. Northern Arizona University ranks as a top 10-college town by [Business Insider](#). Flagstaff has a population of about 67,000 and is rich in cultural diversity.

We hope you thrive in our program and are confident our curriculum and experiential learning opportunities will prepare you to succeed in nutrition, foods, and dietetics professions.

Sincerely,

Kathy Thames, MS, RDN
NDTR Program Director

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Program Mission and Vision

Mission

NAU Nutrition & Foods/NDTR degree utilizes learner-centered educational strategies that prepare graduates for practice as a Nutrition and Dietetics Technician, Registered to apply their knowledge in practical settings. Graduates evaluate and apply nutrition research to design interventions, counsel individuals and the public about nutrition; facilitate and support behavior change; advocate for sustainable food practices, and serve as community nutrition resources.

Vision

The Bachelor of Science in Health Sciences: Nutrition & Foods/NDTR prepares students to use evidence-based knowledge about nutrition and foods to help prevent and treat disease, maintain, advance and promote individual and public health.

Program Goals and Objectives

Goal 1. To prepare nutrition & foods/NDTR graduates to apply their knowledge in practical settings.

- a. **Program Completion:** A minimum of 80% of NAU students complete NDTR program/degree requirements within 150% of the program length (or 3 years).*
- b. **Graduate Employment:** At least 50% of program graduates will be employed in nutrition and dietetics or related fields or matriculate to graduate school within 12 months of graduation.*
- c. **Field Work Experience:** In supervised experiential learning course (NTS 408), 80% or more of the preceptors will report satisfaction with student knowledge and skills.*
- d. **Sitting for Registration Exam:** At least 50% of graduates will sit for the NDTR exam within 12 months of graduation.*
- e. **Registration Exam Pass Rate:** 80% of graduates over a five-year period will pass the CDR credentialing exam for nutrition and dietetic technician, registered within one year following the first attempt.*

- f. At least 80% of NAU NDTR graduates report confidence in nutrition screening and nutrition education.

Goal 2. To prepare graduates to evaluate and apply nutrition research to design interventions, counsel individuals and the public about nutrition; facilitate and support behavior change; advocate for sustainable food practices; and/or serve as a community nutrition resource.

a. Employer Satisfaction: At least 80% of employers will indicate that program graduates were 'prepared' or 'very prepared' for their first position as a NDTR professional.*

b. Undergraduate Capstone Project: To evaluate and apply nutrition research to design interventions, counsel individuals and the public about nutrition; facilitate and support behavior change; advocate for sustainable food practices; and/or serve as a community nutrition resource as demonstrated in their capstone project (NTS 456C), graduates will receive a grade of 80% or better.

c. Graduate Satisfaction: 80% of NAU NDTR graduates are confident in ability to communicate in writing, speaking, counseling and answering questions about Nutrition and Foods to a variety of individuals and group audiences.

d. At least 90% of students will report satisfaction with career advising and preparation received from faculty and staff.

e. At least 70% of alumni will report that the supervised experiential learning experience prepared them for their careers.

*Program outcome data is available upon request. Contact kathleen.thames@nau.edu

Program Accreditation

The Undergraduate Program in Nutrition and Foods/NDTR is a candidacy program seeking accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995, (312) 899-0040 x5400, email: acend@eatright.org, website: www.eatrightpro.org/ACEND

Admission Requirements

Admission. Applicants must be admitted to NAU and declare Nutrition and Foods as their major. The NDTR program is a two-year option within the Bachelor's degree. Students apply to the NDTR program in or before their junior year of study and the NDTR requirements are met in the final two years of degree work.

Policy for Assessing Prior Learning/Competence: Students who transfer with undergraduate course credit must follow NAU's policies for credit transfer. See: <https://www5.nau.edu/policies/Client/Details/487>

TOEFL (international students only). All international applicants must submit an acceptable, official (reported directly from ETS) Test of English as a Foreign Language (TOEFL) score. NAU's Institutional Code is 4006. The minimum score accepted is 90 for the internet-based and a 7 on the IELTS exam.

International applicants do not need to submit a TOEFL score if:

- a) the official language of instruction within the home country is English. English-speaking countries include Australia, Bahamas, Barbados, Canada (— except Quebec), England, Ghana, Ireland, India, Jamaica, Kenya, New Zealand, Nigeria, Scotland, St. Vincent and the 4 Grenadines, Trinidad, Tobago, Uganda and Wales OR
- b) the student has received or will receive a degree from a university in the United States. If currently enrolled at a U.S. institution, please submit an official transcript or verification of degree candidate status from that institution to qualify for a TOEFL waiver. If the degree or an official verification is not received, the TOEFL score will again be required.

Program Requirements

In order to receive a Bachelor of Science Degree and the required verification statement for the Nutrition and Dietetics Technician, Registration Examination, students must complete all required courses and supervised experiential learning outlined in the Degree Progression Plan course plan. The NDTR program is a two-year option within the Bachelor's degree. Students apply to the NDTR program in or before their junior year of study and the NDTR requirements are met in the final two years of degree work. The degree requires a minimum of 120 credits, and includes the supervised experiential learning course NTS 408.

Time Required. The NDTR program is a two-year option within the Bachelor's degree. Students apply to the NDTR program in or before their junior year of study and the NDTR requirements are met in the final two years of degree work. In the case of an extenuating circumstance, the student may be granted an incomplete in

a course and be given a 1-semester extension to complete the course, as outlined in the NAU Undergraduate School policy, located here: <https://policy.nau.edu/policy/policy.aspx?num=100406>. However, students must complete all requirements for the bachelor's degree within a six-year period, as outlined in the NAU policy: <https://policy.nau.edu/policy/policy.aspx?num=100811>

Academic Program Calendar

The program will follow the Northern Arizona University calendar with university holidays and vacations observed. The university calendar: <https://nau.edu/registrar/important-dates/>

Students **cannot** make-up, extend, or repeat a supervised experiential learning outside of the scheduled semester.

Verification Statements

Following completion of all NDTR program requirements, and once the degree is officially posted, students receive a verification statement from the NAU Department of Health Sciences. Then they are eligible to apply for the Nutrition and Dietetics Technician, Registration Examination through the Commission on Dietetic Registration. Three signed copies of the verification statement are mailed to the student's permanent address.

NDTR Application Process

The NDTR program is a two-year option within the Bachelor's degree. Students apply to the NDTR program in or before their junior year of study and the NDTR requirements are met in the final two years of degree work. The NDTR program faculty will review applications twice per year (June & December after previous semester grades post) and the top 35 applicants per semester will be admitted, for a total of 70 NDTR students per year. If denied admission, students can re-apply once.

Before entering the NAU NDTR program, students must have:

- Completed a minimum of 60 credit hours
- Earned a minimum cumulative 3.0 GPA in all completed coursework.
- Completed NTS 157 Careers in Nutrition & Foods with passing grade.
- Completed the following courses (or equivalent) with at least a C or better:
 - NTS 135 Introduction to Nutrition & Foods
 - BIO 202 Anatomy and Physiology
 - CHM 230 Fundamental Organic Chemistry
 -

In order to apply, students must complete this application and submit unofficial transcripts.

Name: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Phone number: [Click here to enter text.](#)

Course	Semester Taken	Final Grade
NTS 135	Click here to enter text.	Click here to enter text.
BIO 202	Click here to enter text.	Click here to enter text.
CHM 230	Click here to enter text.	Click here to enter text.
NTS 157	Click here to enter text.	Click here to enter text.

Overall GPA: [Click here to enter text.](#)

Please answer the following questions in the text box below:

1. Why do you want to enter the dietetics profession?
2. Describe work, volunteer, and/ or educational experiences that have prepared you to enter the Nutrition and Dietetics Technician, Registered program.

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3. What are your short- and long-term goals?
4. What are your strengths and weaknesses (or areas needing improvement)?
5. Describe your personal and/ or work experience(s) with historically underrepresented and/ or disadvantaged populations. How do those experiences influence your ability to work with diverse populations?

Course Plan: Degree Progression Plan: 120 Credits Total

Fall – 1 st Term			Spring – 2 nd Term		
HS 200	Healthy Lifestyles	3	NTS 135	Introduction to Nutrition & Foods	3
BIO 181	Unity of Life I: Cell Life	3	NTS 157	Careers in Nutrition & Foods	1
BIO 181L	Unity of Life I: Laboratory	1	BIO 201	A&P 1	3
MAT 114	Quantitative Reasoning (FNRQ)	3	BIO 201L	A&P 1 Lab	1
LS	Liberal Studies and/or diversity	3	ENG 105	Critical Reading & Writing (Foundation English)	4
LS	Liberal Studies AH/CU	3	LS	Liberal Studies and/or diversity	3
Total units		16	Total units		15

Fall – 3 rd Term			Spring – 4 th Term		
BIO 202	A & P 2	3	NTS 250	Food Is Medicine	3
BIO 202L	A&P 2 Lab	1	HA 243	Foundations in Kitchen Operations	3
CHM 130	Fundamental Chemistry	4	LS	Liberal Studies SPW	3
HA 240	Restaurant Operations & Management	3	CHM 230	Fundamental Organic Chemistry	3
LS	Liberal Studies AH/CU	3	TBD	General Elective	3
Total units		14	Total units		15

Fall – 5 th Term			Spring – 6 th Term		
NTS 325W	Nutrition Research & Communication	3	NTS 335	Culinary Arts for Health	3
NTS 356	Nutrition & Disease	3	NTS 407	Medical Nutrition Therapy	3
NTS 415	Nutrition Across the Lifecycle	3	NTS 435	Global Nutrition & Foods	3
NTS 425	Nutrition for Sport Performance & Wellness	3	NTS 445	Food Service Management	3
BIO 205	Microbiology	3	NTS 450	Nutrition Education & Counseling	3
BIO 205L	Microbiology Lab	1			
Total units		16	Total units		15

Fall – 7 th Term			Spring – 8 th Term		
NTS 456C	Nutrition for Community Wellness	4	NTS 408	NDTR Students: Community Based Experiential Learning OR Non-DTR Students: Additional approved coursework in consultation with your advisor	9
NTS 457	Futures in Nutrition and Foods & Dietetics	1			
LS	Liberal Studies and/or diversity	3	TBD	General Elective	3
TBD	General Elective	3	TBD	General Elective	3
TBD	General Elective	3			
Total units		14	Total units		15

Grievances

Most student complaints can be resolved on an informal basis with the instructor or preceptor. Students who believe they are victims of unfair policies or practices should first discuss their concerns with the instructor or preceptor directly. They may then contact the Program Director and, if necessary, the Chair of the department, without fear of retaliation. NDTR program director records all grievances.

Should the situation be unresolvable through informal means, the student may invoke formal grievance proceedings with Student Affairs and file a formal complaint with the college Dean, as outlined here: <https://www.nau.edu/Student-Affairs/Formal-Compliant-Process-for-NAU-Students/Welcome/>

The program maintains a record of student complaints for a period of seven years. Direct complaints regarding program noncompliance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation standards to:
Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza
Suite 2190
Chicago, IL 60606-6995
312/899-0040 ext. 5400
Fax: 312/899-4817
Email: ACEND@eatright.org
www.eatrightpro.org/ACEND

Academic Advising

NAU provides undergraduate academic advisors for the bachelor's degree in Nutrition & Foods. Direct questions or concerns about courses, course sequencing, or supervised practice experiences to the student's assigned academic advisor. Students are strongly encouraged to meet regularly with their assigned academic advisor or at least once every semester.

During the supervised experiential learning course (NTS 408), preceptors evaluate students mid-way through the semester and at the end. The NDTR program director and supervised practice coordinator review and record student evaluations. Concerns regarding student progress are addressed immediately. All evaluations and academic advising sessions are documented in the student's file and students will have access to their files upon request.

Program Retention and Remediation Procedures

Each semester, the NDTR Program Director populates a GPA report for Nutrition and Foods degree students enrolled in NTS courses and maintains an ongoing file of these reports. If the student's GPA falls below a 3.0, the student will be required to set up a remedial instruction contract with the NDTR program director.

Records of annual assessment (course grades) of student performance are maintained on file by NDTR program director and kept for 5 years after student graduation.

Should a student struggle to perform to undergraduate-level standards within a class or supervised experiential learning setting, the student is encouraged to discuss with the course's instructor as soon as possible and seek assistance as directed. Students with a cumulative GPA <3.0 in NTS courses will not be allowed to register for NTS 408 but can continue in the Nutrition and Foods degree. From the semester report, the NDTR program director and/or academic advisor contacts NDTR students 'at risk' to ensure their understanding of the academic policy.

For writing assistance, students are encouraged to schedule an appointment at the University Writing Commons <https://nau.edu/iwriting/uwc/>

Disciplinary and Termination Procedures

Undergraduate students must maintain good academic standing in order to be eligible to continue in or to return to the University. Good Academic Standing is:

- a 3.00 grade point average (GPA) for all courses taken including those required in the program of study,
- no more than 6 units of "C" course grades*, and
- no course grades of "D" or "F."

Additional information about the disciplinary and termination policies set by the undergraduate college can be found here:

<https://policy.nau.edu/policy/policy.aspx?num=100319>

Supervised Experiential Learning Expectations

All students are responsible for securing the Supervised Experiential Learning (SEL) site for their NTS 408 course. Students will work with the Supervised Experiential Learning Coordinator to choose a location for supervised experiential learning (NTS 408) using the NTS 408 timeline and process (below).

Supervised Experiential Learning Site Selection Criteria includes:

1. Acceptable Supervised Experiential Learning SEL facilities/sites are required to have the following:
 - a. appropriate site accreditation or license, if applicable
 - b. adequate staffing to support the student's experiences
 - c. appropriate professional staff (RDN, NDTR, license or other credentials) to support the student's achievement of the competencies
2. New Sites: Program Director or SEL Coordinator will review the site and primary preceptor qualifications and their ability to provide the experiences necessary to achieve the competencies.
3. Required documents on file: written agreement and resume for the primary preceptor.
4. Agreements must be signed and executed before students begin their experience.

Once a SEL site is approved and secured, students will work with their preceptor to determine learning activities appropriate to the assigned student learning outcomes and competencies for the NTS 408 course. Students will complete and submit the supervised experiential learning proposal, identifying activities for the three (3) required outcomes and a minimum of three (3) additional outcomes. The Supervised Experiential Learning Coordinator will provide final approval of the supervised experiential learning course for each student.

During these supervised experiential learning rotations, students must be present during the hours that the preceptor indicates, regardless of the time of day or day of the week, with the exception of school holidays and vacations. Students in the supervised experiential learning setting cannot not be used to replace employees. If the student feels that they are being used to replace employees, the student should contact the NDTR Program Coordinator. Students are not allowed to be financially compensated for their supervised experiential learning activity.

The program will not accept prior learning or competence for supervised experiential learning hours.

For the 9 credit supervised experiential learning in the last semester of study, students are placed at various sites for supervised experiential learning in nutrition

and food related settings. Supervised experiential learning involves shadowing preceptors, assisting preceptors with various tasks, and working independently on assigned tasks.

Local Track

This track will consist of those students who complete supervised experiential learning within 100 miles of the NAU campus. The limited sites are shared with the MPH-Nutrition students, further reducing availability. If students desire to use one of those sites, students will be required to rank the order of preference for the location. If multiple students want the same site, and the preceptor desires to have input on selection, preceptor input (which may require students to submit a resume or participate in an interview) will be taken into account. Otherwise, placement will be made by random selection based on the number of students each site is willing to support.

If a student would like to work at a site within 100 miles of campus that is not currently an approved site, the site will need to be approved by the Supervised Experiential Learning Coordinator. Students will need to provide contact information to the Supervised Experiential Learning Coordinator, who will then determine if the site meets the program's requirements for supervised experiential learning.

Remote Track

This track will consist of all students who complete supervised experiential learning more than 100 miles from the NAU campus. Students will need to provide contact information for the desired site to the Supervised Experiential Learning Coordinator, who will then determine if the site meets the program's requirements for supervised experiential learning.

The NTS 408 timeline and application process is as follows:

Timeline	NDTR Student responsibilities:	NDTR Supervised Experiential Learning Coordinator responsibilities:
No later than the beginning of the semester prior to the supervised experiential learning (SEL) and/or when enrolled in NTS 457.	Read entire BbLearn course shell to get an overview of the SEL process.	Enroll eligible students into BbLearn NTS 408 course.
↓		
All of these steps must be completed by the following date. If completing SEL in:	Complete course shell quiz with >80% score.	
	<p style="text-align: center;">↓</p> Meet with academic advisor to obtain COE –Certificate of Eligibility- (online) or updated Course Progression Sheet (Flagstaff Mountain). Email this to HSinternship@nau.edu with NTS 408 in the subject line.	<p style="text-align: center;">→</p> Verify that degree requirements have been met and GPA is adequate for graduation.
	<p style="text-align: center;">↓</p> Complete Career Services Modules: <ul style="list-style-type: none"> • Developing Application Materials: Writing a Cover Letter • Developing Application Materials: Crafting Resume Content Save the certificates of completion.	
	<p style="text-align: center;">↓</p> Create or revise resume. Upload the two certificates of completion and resume to BbLearn.	<p style="text-align: center;">→</p> Review resumes and request revisions as necessary.



project proposals are due by the following date:

- **Fall: August 1**
- **Spring: December 1**
- **Summer: April 15**



Working with SEL preceptor, fill out project proposal. Submit completed proposal to BbLearn.



Student supervised experiential learning agreement must be returned by the following date. If completing SEL in:

- **Fall: August 8**
- **Spring: December 8**
- **Summer: April 23**

After receiving student supervised experiential learning agreement from SEL coordinator, obtain signature from SEL supervisor and sign form. Return to HSinternship@nau.edu with NTS 408 in the subject line.

Enroll in NTS 408.

preceptor meet program requirements (as outlined in NDTR Student Handbook).



Review project proposals. If needed, return to students for revisions. If acceptable, forward to NTS 408 instructor for final approval.



After NTS 408 instructor provides approval, send copy of SEL project proposal and agreement to SEL preceptor and student for signature.



Issue permission number to student.

Distance Instruction

Courses offered in a distance education format, via Blackboard Learn, will utilize proctored examinations for testing. This is in addition to Blackboard Learn credentials for sign in.

Professionalism

Professionalism is critical to a student's success in the program and in the profession and is an essential component of the curriculum. Additionally, the program has policy specific to certain elements of professionalism:

Professional Behavior. A student must conduct himself or herself in accordance with University Policy and the professional and ethical standards of the profession. The student is referred to the following documents for details:

- Code of Ethics for the Profession of Dietetics
<http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/coeofethicsdieteticsresources.ashx>
- Northern Arizona University's Student Code of Conduct
<http://nau.edu/StudentLife/Student-Conduct-Safety/>
- NAU Academic Integrity (Dishonesty) Policy
<https://policy.nau.edu/policy/policy.aspx?num=100601>

A student who fails to comply with the standards established in these documents is required to meet with the Program Coordinator. Depending on the nature of the incident and any previous infractions, remediation may be required or dismissal may be recommended. Remediation may include establishing an Academic Improvement Plan, and the student must meet the directives outlined within the plan for in order to continue to progress in the program.

Professional Dress/Appearance. Professional appearance is required at all times during all program-related activities.

Liability Insurance

Students are required to purchase liability insurance for the supervised experiential learning semester. The cost for liability insurance is around \$35.

Travel

Students are responsible and liable for their own safety and travel to and from all activities related to program requirements.

Injury or Illness

During supervised experiential learning, should a student become ill or injured, the student must notify the preceptor immediately. The student must also obtain documentation for the injury or illness by visiting the NAU student health center or an outside healthcare provider. The student must arrange with the preceptor how missed hours and activities will be made up following the injury or illness. Make-up opportunities for missed classes due to illness or injury are at the discretion of each instructor and outlined in each course syllabus.

Drug Testing and Criminal Background Check

Students must complete drug testing and a criminal background check prior to the start of supervised experiential learning according to the site/settings' protocols. The student will be responsible for all associated fees. If the student fails the drug test or criminal background check, the student will be unable to complete the supervised experiential learning and will be dismissed from the Nutrition & Foods/NDTR undergraduate program.

Health Tests, Trainings, & Immunizations

Students must obtain proof of the following immunizations, tests, and trainings prior to supervised experiential learning:

- Hepatitis B series
- MMR
- TDAP (tetanus, diphtheria, and pertussis)
- Varicella
- 2-Step TB/PPD test (with annual tests thereafter)
- Seasonal influenza vaccine
- AHA's Basic Life Support for Healthcare Providers
- Evidence of HIPPA and OSHA training
- Clinical sites may have additional requirements that may include additional vaccinations or trainings.

NAU Student Support Services and Policies

NORTHERN ARIZONA UNIVERSITY POLICY STATEMENTS

SAFE ENVIRONMENT POLICY

NAU's Safe Working and Learning Environment Policy seeks to prohibit discrimination and promote the safety of all individuals within the university. The goal of this policy is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status and to prevent sexual harassment, sexual assault or retaliation by anyone at this university.

You may obtain a copy of this policy from the college dean's office. If you have concerns about this policy, it is important that you contact the departmental chair, dean's office, the Office of Student Life (523-5181), the academic ombudsperson (523-9368), or NAU's Office of Affirmative Action (523-3312).

STUDENTS WITH DISABILITIES

If you have a documented disability, you can arrange for accommodations by contacting the office of Disability Support Services (DSS) at 523-8773 (voice), 523-6906 (TTY). In order for your individual needs to be met, you are required to provide DSS with disability-related documentation and are encouraged to provide it at least eight weeks prior to the time you wish to receive accommodations. You must register with DSS each semester you are enrolled at NAU and wish to use accommodations.

Faculty are not authorized to provide a student with disability-related accommodations without prior approval from DSS. Students who have registered with DSS are encouraged to notify their instructors a minimum of two weeks in advance to ensure accommodations. Otherwise, the provision of accommodations may be delayed.

Concerns or questions regarding disability-related accommodations can be brought to the attention of DSS or the Affirmative Action Office.

INSTITUTIONAL REVIEW BOARD

Statement of Ethical Principles

Date of Implementation: March 2, 2009

Northern Arizona University is committed to excellence in teaching, research, and public service, and to the conduct of these activities under the highest possible ethical standards. For projects involving living humans as subjects of research and research-related projects, Northern Arizona University is guided by the ethical principles regarding all research involving human subjects set forth in the Declaration of Helsinki, and the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled Ethical Principles and Guidelines for the Protection of Human Subjects of Research: The Belmont Report.

In addition, the requirements set forth in Title 45, Part 46 of the Code of Federal Regulations will be followed for all applicable Department of Health and Human Services (DHHS) funded research and, except for the requirements for reporting information to DHHS, for all other research without regard to source of funding.

Any study involving observation of or interaction with human subjects that originates at NAU- including a course project, report, or research paper- must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research-related activities.

Students conducting independent research projects should consult with their course instructor before beginning the project to ascertain if the project proposal needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review.

IRB Policies and Procedures are posted online at: <http://nau.edu/Research/Compliance/>

ACADEMIC CONTACT HOUR POLICY

The Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit) states: "...an hour of work is the equivalent of 50 minutes of class time at least 15 contact hours or recitation, lecture, discussion, testing or evaluation, seminar, or colloquium as well as a minimum of 30 hours of student homework is required for each unit of credit."

The reasonable interpretation of this policy is that for every credit hour, a student should expect, on average, to do a minimum of two additional hours of work per week; e.g., preparation, homework, studying.

ACADEMIC INTEGRITY

The university takes an extremely serious view of violations of academic integrity. As members of the academic community, NAU's administration, faculty, staff and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner.

Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in Appendix G of NAU's Student Handbook.

ACADEMIC DISHONESTY

For the full NAU policy on Academic Dishonesty, please see Appendix G of the NAU Student Handbook at:

http://home.nau.edu/studentlife/handbook/appendix_g.asp

ACADEMIC INTEGRITY means that students and faculty jointly agree to adhere to a code of conduct appropriate to the mutually trusting relationship that must exist between student and

teacher. Those values will not allow either to take credit for work not their own, or to be deceitful in any way, or to take unfair advantage of other students or of each other, or to be other than totally truthful and straight-forward in all that they do.

ACADEMIC DISHONESTY is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct and includes the following: cheating, fabrication, fraud, facilitating academic dishonesty and plagiarism.

GRADE APPEALS

The NAU grade appeal procedure is described in the Northern Arizona University Student Handbook. The NAU Student Handbook is online at:

<http://home.nau.edu/studentlife/handbook.asp>

Program Withdrawal and Refund of Fees

Undergraduate students must follow NAU's policies for course and program withdrawal and tuition refund. See: https://nau.edu/sdas/tuition-fees/tuition_refunds/

Student Privacy Policies

The NAU BS-NDTR program follows all federal policies for the protection and privacy of students' identifiable information. See: <https://nau.edu/registrar/ferpa/info/>

Access to Student Academic Files

Students will be allowed to access their personal files upon request.

Contact Information

Health Sciences

Jay Sutcliffe, PhD, RD
Associate Professor
Nutrition & Foods Program Director
Phone: 928-523-7450
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BS-NDTR Program Director
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Supervised Experiential Learning Coordinator
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Tim Behrens, PhD, CHES
Professor
Department Chair
Phone: 928-523-1062
E-mail: timothy.behrens@nau.edu

College of Health and Human Services
Building 66, Room 118
<http://www.nau.edu/hp/>
Telephone: 928-523-4331

Department of Health Sciences
Building 60, Room 437A
<http://hs.nau.edu/>
Telephone: 928-523-8238

Office of Scholarships and Financial Aid
601 S. Knoles Dr.
PO Box: 4108
Flagstaff AZ 86011
Gammage - ([Bldg #1](#))
Financial.Aid@nau.edu
Toll Free: 1-855-628-6333
NAU School Code: 001082
Fax: 928-523-1551

Student Support Services
PO Box: 6035
Flagstaff AZ 86011-6035
Sechrist Hall - (Bldg #42)
Phone: 928-523-6980
Fax: 928-523-2390
<https://nau.edu/student-support-services/>

Campus Health Services
824 South San Francisco St.
PO Box: 6033
Flagstaff AZ 86011
campushealth@nau.edu
Phone: 928-523-2131
<https://nau.edu/campus-health-services/>

BS - NDTR Handbook Dec 2018 rev

Northern Arizona University Student Handbook

Acknowledgement Statement

This is to acknowledge that I,

(Please print name)

have reviewed and understand the BS-NDTR handbook and agree to abide by the policies and procedures of this undergraduate degree program as outlined in the handbook.

Student Signature

Date

This form is signed by the student and placed in the student's academic file.

**Northern Arizona University
BS-NDTR
Declaration**

Name: _____

NAU ID: _____

Address: _____

Phone Number: _____

Email: _____

I accept responsibility for knowing and meeting all requirements for the BS-NDTR Degree Requirements listed in the NAU catalog under which I was admitted.

Signature: _____ Date: _____

Please submit this form to your Undergraduate Program Director

